

10/9/17 Board of Trustees Decorah Public Library Meeting

Attendees: Pat Anderson, Andi Beckendorf, Ed Brooks, Scott Fjeltstul, Jim Rhodes, Kristin Torresdal, Alexandra White, and Friends Representative Cynthia Peterson and Jon Pankow

Absent: Cheryl Pellett, Denise Tapscott

Beckendorf called meeting to order at 4:00 p.m. in lower level meeting room.

1. **Approval of Agenda for Oct 9, 2017.** Beckendorf suggested moving discussion of item 9d) *Discussion of short-term goals for Director Table until November.* Change to agenda and full agenda was approved.
2. **Minutes from Sept 11, 2017.** Anderson moved to approve minutes, Rhodes seconded. Minutes approved.
3. **Claims for September 2017.** (Revenue \$11,494.57, Expenses \$17,992.01). Torresdal – a number of building costs (maintenance items to prepare for cold weather season.). Charge for new self-checkout kiosk (787.20), will positively impact self-accreditation. Physicals for employees (\$326 charge). Received \$3,431.96 in Direct State Aid Reimbursement. Rhodes moved to approve claims, Felde seconded. Claims approved.
4. **Staff Report:** Technology Coordinator Jon Pankow:
 - a. Panko introduced City IT Administrator Chopper Albert to the Board. Albert now occupying office in the lower level room of library.
 - b. New Decorah Library website & BRIDGES demonstration. Pankow has revised website to be more mobile-friendly and allows online registration. Graphics have added color and appeal from Samuelson and Whelan. Pankow demonstrated BRIDGES e-book program.
5. **Reports from the Library Director.**
 - a. **Staffing** - Sam Wilson started Sun. Oct. 8; will work some Sunday afternoons/Monday evenings.
 - b. **Building** - Variety of quotes in process (A/C controls and electrical, interior paint, water fountains); Director office furniture installed; banners delivered. LED bulb replacements still on order. Joint meeting of building control expert Martinek and Casper's happened Friday 10/6- first time to date. A few repairs needed on both ends of things; Martinek invoice is included with current claims, Casper's yet to come. Recommend delaying discussion of Building Agreement document updates until Jan/Feb 2018 due to complexity of discussion/decision-making and more pressing issues in other areas. Board discussed priority cleaning project bid for \$3128 from ServiceMaster. Anderson moved to approve this quote, Fjeltstul seconded. Project approved.
 - c. **Budget** - Process for next FY beginning by end of Oct; finalized in Nov/early Dec. Spent less on salaries (both full and part-time). Electricity costs down 50% (partially due to LED usage, and also lower usage of air conditioner in August). Professional services high (spent grant money). Programming costs higher intentionally. Misc expenses high due to employee physicals. Budget process will be finalized November/December
 - d. **Statistics**- Sunday stats currently being collected (circulation and traffic both lower than other days). Considering discontinuing Ancestry (low services) - \$1800/year. 25% checkouts on Sundays (compared to typical day).

- e. **General updates-** Self check-out station coming soon (PC has arrived). Progressive walk in dinner (250 people came to library for ice cream). Friends had table with membership information. Connect program has begun and is popular, will have October event. Litwin (250 people registered) – will be doing radio interviews next Thurs.

6. Friends of Decorah Public Library Report: Cynthia Peterson. Talking about fundraiser next Spring (trivia game night). Planning for Nov 13 Library staff appreciation event. Next meeting is Oct 11.

7. Unfinished Business

- a. Consider Purchasing Policy- Torresdal recommended after consulting with State Law Librarian and City Hall, recommended not to use “local preference language.” Torresdal recommended adopting the purchasing policy at Sept board meeting. White moved to adopt the policy as distributed, Brooks seconded. Policy approved.
- b. Discuss 9 a.m. Nov. 13 staff appreciation event (co-sponsoring with Friends). Cost of \$160 total (\$80 possibly donated by Board Members).

8. New Business

- a. Consider staff leave request from Roach - agreement upon hire to take unpaid leave; excellent at working around library schedule AND planning ahead for absences. Felde moved to approve the staff leave request, Anderson seconded. Leave approved.
- b. Consider proposed holiday hours:
 - i. Closed Fri Nov 10; paid holiday for regularly-scheduled, eligible staff. Open Sat Nov 11.
 - ii. Closed Dec 23-25; the 23 + 24 would be unpaid except for regularly-scheduled staff who elect to use PTO. Would publicize these well in advance.Fjeltstul moved to approve November and December adjusted holiday hours, White seconded. Holiday hours approved.
- c. Discuss short-term building priorities
 - i. Consider ServiceMaster quote for large-scale cleaning project
 - ii. Discuss adjusting open hours to accommodate (i) if needed
- d. Discuss short-term goals for Director (*Tabled until November, per motion earlier*)
- e. Board education: please read Board Handbook pp.51-66 for Nov.13 meeting.

9. Agenda Items for Next Meeting

- a. Review Library Service Policies

Meeting adjourned at 5:15 p.m. REMINDER - Next meeting is November 13, 2017

Respectfully submitted,

Alexandra White, Board Secretary